

Employees do not need to do anything on the Legal Holiday if they did not work and would normally be scheduled to work that day if not for holiday occurring.

Legal Holidays will not 'show' on the Legal Holiday date in the timesheet. To see Legal Holiday hours generation look in the timesheet Summary of Hours.

Legal Holidays will be auto-generated for eligible employees when Time Administration processes.

Legal holiday hours balances will be allocated at the beginning of the calendar year in Absence Management.

Timesheet Summary of Hours will show Legal Holiday generation

Sun	5/29	New								0.00
Mon	5/30	New	7:45:00AM			4:30:00PM	8.75			8.00
Tue	5/31	New	7:45:00AM			4:30:00PM	8.75			8.00
Wed	6/1	New	7:45:00AM			4:30:00PM	8.75			8.00
Thu	6/2	New	7:45:00AM			4:30:00PM	8.75			8.00
Fri	6/3	New	7:45:00AM			4:30:00PM	8.75			8.00
Sat	6/4	New								0.00

Assume Monday, 5/30 is the legal holiday day

Clear

- [Summary of Hours](#) ← Click on Summary of Hours link.
- [Absence Event - click to view](#)
- [Reported Hours Summary - click to view](#)
- [Balances - click to view](#)

Summary of Hours opened

Empl Rcd Nbr: 0 Working Title:

Pay End Date: 06/04/2011

Time Reporting Code	Short Description	Hours
1 LGHOL	LegalHoliday	8.000000
3 REG00	Reg Hour	72.000000

Total80 for Empl_Rcd: 80.000000

Total80 for Employee: 80.000000

NOTES:

If you have an automatic (pre-populated) schedule in HRS, your legal holiday hours will generate based on the total hours of the schedule.

If you do not have an automatic (pre-populated) schedule in HRS, your legal holiday hours will generate based on your FTE. If you worked more than your FTE within that pay period, the additional legal holiday earned will not be calculated until after the payroll runs. At that point is when you can actually use those hours.

Legal holiday hours earned cannot exceed 8.0 hours per day.

Special Notes

If Legal Holiday lands on a Sunday, it is observed on the following Monday.

If Legal Holiday lands on a Saturday, it is considered a floating holiday which means you can use those hours any time during the calendar year.

All Legal Holiday hours must be used by December 31 or they will be lost.

If Employee Wishes to Use More Legal Holiday Hours than System Auto Generates (Part-Time Employees, University Police; Not Common)

1. Delete in/out times on day of the Legal Holiday
2. Choose a Time Reporting Code of NOHOL and indicate a quantity of zero (0)
3. Add a row
4. Indicate a Time Reporting Code of FLHOL – Floating Holiday, with quantity of total legal holiday hours wish to use

If Employee is Not Normally Scheduled to Work on the Day of Week Holiday/Observed Holiday Falls On (Not Common)

For example: Normal Schedule is Works Tuesdays through Saturdays, off on Mondays. Holiday lands on Monday.

1. Encourage employee to take another day off in that week or pay period to use the holiday hours.
2. Employee needs to do the following on timesheet in HRS:
 - a. Indicate a Time Reporting Code of NOHOL – No Legal Holiday, with quantity of 0.0 on the legal holiday/observed day.
This will defer the legal holiday hours.

If employee does not indicate NOHOL for that day, the legal holiday hours will generate for that day and will process through for approval

When Employee Wants to Use Legal Holiday Hours Not on Legal Holiday Day:

A. For Partial Day:

1. Indicate in/out times worked
2. Add a Row
3. Indicate a Time Reporting Code of FLHOL – Floating Holiday, with quantity of hours wish to use

B. For Full Day:

1. Delete in/out times on day want to use the legal holiday hours
2. Indicate a Time Reporting Code of FLHOL – Floating Holiday with quantity of 8.0 hours

Non-Exempt Employee did work 6.0 hours on the Legal Holiday.

Employee wants Comp Time for holiday premium.

System will automatically defer holiday hours to use at another time.

Must input COMP code in Rule Element 1 on the actual Legal Holiday day to have it generate as comp time earned. Otherwise it will default as pay.

Timesheet																
Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Task Profile ID	Time Zone	Time Collection Device ID	Rule Element 1	Rule Element 2
Sun	8/28	New								0.00	UW_DEFAULT		CST			
Mon	8/29	Submitted	5:00:00AM			11:30:00AM	6.50			8.00	UW_DEFAULT		CST			
		Approved						Sick Leave - SCKLV	1.50	8.00	UW_DEFAULT		CST			
Tue	8/30	Submitted	5:00:00AM			9:00:00AM	4.00			8.00	UW_DEFAULT		CST			
		Approved						Sick Leave - SCKLV	4.00	8.00	UW_DEFAULT		CST			
Wed	8/31	Submitted	5:00:00AM			1:00:00PM	8.00			8.00	UW_DEFAULT		CST			
Thu	9/1	Submitted	12:00:00AM			8:00:00AM	8.00			8.00	UW_DEFAULT		CST			
Fri	9/2	Submitted	12:00:00AM			8:00:00AM	8.00			8.00	UW_DEFAULT		CST			
Sat	9/3	New								0.00	UW_DEFAULT		CST			
Sun	9/4	New								0.00	UW_DEFAULT		CST			
Mon	9/5	Submitted	6:00:00AM			12:00:00PM	6.00	HOLWK - Holiday Worked		8.00	UW_DEFAULT		CST		COMP	
Tue	9/6	Submitted	4:00:00AM			12:00:00PM	8.00			8.00	UW_DEFAULT		CST			
Wed	9/7	Submitted	4:00:00AM			12:00:00PM	8.00			8.00	UW_DEFAULT		CST			
Thu	9/8	Submitted	4:00:00AM			12:00:00PM	8.00			8.00	UW_DEFAULT		CST			
Fri	9/9	Submitted	4:00:00AM			12:00:00PM	8.00			8.00	UW_DEFAULT		CST			
Sat	9/10	New								0.00	UW_DEFAULT		CST			

Total Reported Hours: 66.50 plus 5.50 Sick Leave plus 6.0 HOLWK plus 2.0 LH using (see Summary of Hours)

Summary of Hours

TRC Totals		
Time Reporting Code	Short Description	Hours
CT050	CmpErn 0.5	3.000000
HOLWK	Hol Work	6.000000
LGHOL	LegalHday	2.000000
ND045	Night Dif	23.000000
REG00	Reg Hour	66.500000
SCKLV	Sick Leave	5.500000

This is the actual holiday premium pay

Notice only using 2.0 hours of Legal Holiday

66.5 Regular Hours + 5.5 SL + 6.0 HolWk + 2.0 LH = based 80.0 hours

Total80 for Empl_Rcd: 80.000000

Non-Exempt Employee did work 10.0 hours on the Legal Holiday plus 12.0 hours over 80.0 in pay period

Employee wants Comp Time for holiday premium and any hours over 40 per week.

System will automatically defer holiday hours to use at another time.

Must input COMP code in Rule Element 1 on the actual Legal Holiday day to have it generate as comp time earned. Otherwise it will default as pay.

All hours of Holiday pay and any hours over 40 in the legal holiday week will be paid as comp time if indicate COMP in Rule Element 1 on Holiday Worked day.

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Task Profile ID	Time Zone	Time Collection Device ID	Rule Element 1	Rule Element 2
Sun	8/28	New								0.00	UW_DEFAULT		CST			
Mon	8/29	Submitted	5:00:00AM			1:00:00PM	8.00			8.00	UW_DEFAULT		CST			
Tue	8/30	Submitted	5:00:00AM			1:00:00PM	8.00			8.00	UW_DEFAULT		CST			
Wed	8/31	Submitted	5:00:00AM			1:00:00PM	8.00			8.00	UW_DEFAULT		CST			
Thu	9/1	Submitted	5:00:00AM			1:00:00PM	8.00			8.00	UW_DEFAULT		CST			
Fri	9/2	New								8.00	UW_DEFAULT		CST			
		Approved						Vacation - VACTN	8.00	8.00	UW_DEFAULT		CST			
Sat	9/3	New								0.00	UW_DEFAULT		CST			
Sun	9/4	Submitted	8:00:00AM			6:00:00PM	10.00			0.00	UW_DEFAULT		CST			
Mon	9/5	Submitted	7:00:00AM			5:00:00PM	10.00	HOLWK - Holiday Worked		8.00	UW_DEFAULT		CST		COMP	
Tue	9/6	Submitted	4:00:00AM			7:00:00AM	3.00			8.00	UW_DEFAULT		CST			
		Approved						Sick Leave - SCKLV	2.00	8.00	UW_DEFAULT		CST			
		Approved						Prs Holiday - PSHOL	3.00	8.00	UW_DEFAULT		CST			
Wed	9/7	Submitted	4:00:00AM			12:00:00PM	8.00			8.00	UW_DEFAULT		CST			
Thu	9/8	Submitted	4:00:00AM			12:00:00PM	8.00			8.00	UW_DEFAULT		CST		COMP	
Fri	9/9	New								8.00	UW_DEFAULT		CST			
		Approved						Vacation - VACTN	8.00	8.00	UW_DEFAULT		CST			
Sat	9/10	New								0.00	UW_DEFAULT		CST			

Total Reported Hours = 51.0 plus 10.0 HolWk plus 16.0 vacation plus 2.0 sick leave plus 3.0 personal holiday plus 12.0 hours of overtime

Summary of Hours

TRC Totals	Time Reporting Code	Short Description	Hours
	CT050	CmpErn 0.5	5.000000
	CT100	CmpErn 1.0	12.000000
	HOLWK	Hol Work	10.000000
	LGHOL	LegalHoliday	
	ND045	Night Dif	10.000000
	PSHOL	Prs Holiday	3.000000
	REG00	Reg Hour	51.000000
	SCKLV	Sick Leave	2.000000
	VACTN	Vacation	16.000000
	WD060	Week Dif	10.000000

This is the actual holiday premium pay

Notice 12.0 hours generated at straight time comp due to amount of leave used in week overtime earned

Notice all Legal Holiday hours were deferred

51.0 Regular Hours + 16.0 SL + 2.0 SL + 3.0 PH + 8.0 HolWk = based 80.0 hours

Note: HolWk for base hours = 8.0 because 8.0 is the max legal holiday generation. The premium pay for holiday is based on the 10.0 hours actually worked on the Legal Holiday

Total80 for Empl_Rcd: 80.000000

Non-Exempt Employee did work 4.0 hours on the Legal Holiday plus 8.5 hours over 80.0 in pay period

Employee wants pay for holiday premium and any hours over 40 per week.

System will automatically defer holiday hours to use at another time and generate the holiday premium pay.

From 05/20/2012 to 06/02/2012															
Timesheet															
Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Task Profile ID	Time Zone	Time Collection Device ID	Rule Element 1
Sun	5/20	Submitted	8:00:00AM			6:00:00PM	10.00			0.00	UW_DEFAULT		CST		
Mon	5/21	Submitted	7:00:00AM			11:30:00AM	4.50			0.00	UW_DEFAULT		CST		
Tue	5/22	New								0.00	UW_DEFAULT		CST		
Wed	5/23	New								0.00	UW_DEFAULT		CST		
Thu	5/24	Submitted	8:00:00AM			4:00:00PM	10.00			0.00	UW_DEFAULT		CST		
Fri	5/25	Submitted	8:00:00AM			6:00:00PM	10.00			0.00	UW_DEFAULT		CST		
Sat	5/26	Submitted	8:00:00AM			6:00:00PM	10.00			0.00	UW_DEFAULT		CST		
Sun	5/27	Submitted	8:00:00AM			6:00:00PM	10.00			0.00	UW_DEFAULT		CST		
Mon	5/28	Submitted	8:00:00AM			12:00:00PM	4.00	HOLWK - Holiday Worket		0.00	UW_DEFAULT		CST		
Tue	5/29	Submitted	7:00:00AM			10:00:00AM	3.00			0.00	UW_DEFAULT		CST		
Wed	5/30	New								0.00	UW_DEFAULT		CST		
Thu	5/31	Submitted	7:00:00AM			10:00:00AM	3.00			0.00	UW_DEFAULT		CST		
Fri	6/1	Submitted	8:00:00AM			6:00:00PM	10.00			0.00	UW_DEFAULT		CST		
Sat	6/2	Submitted	8:00:00AM			6:00:00PM	10.00			0.00	UW_DEFAULT		CST		

Total Reported Hours = 84.5 plus 4.0 LH using (see Summary of Hours)

Summary of Hours

TRC Totals			
Time Reporting Code	Short Description	Hours	
HOLWK	Hol Work	4.000000	
OT050	OT .5	4.000000	This is the actual holiday premium pay
OT150	OT 1.5	4.500000	
REG00	Reg Hour	72.000000	72.0 Regular Hours + 4.0 HolWk + 4.0 LH = based 80.0 hours
WD080	Week Dif	40.000000	
LGHOL	LegalHlday	4.000000	Notice only using 4.0 hours of Legal Holiday
OT100	OT 1.0	4.000000	Notice straight overtime earned based on leave usage

Non-Exempt Employee did work on the weekend and 4.0 hours on the Legal Holiday, equating to 8.5 hours over 80 in pay period

Employee wants Comp Time for holiday premium and any hours over 40 per week.

System will automatically defer holiday hours to use at another time.

Must input COMP code in Rule Element 1 on the actual Legal Holiday day to have it generate as comp time earned. Otherwise it will default as pay.

All hours of Holiday pay and any hours over 40 in the legal holiday week will be paid as comp time if indicate COMP in Rule Element 1 on Holiday Worked day.

From 05/20/2012 to 06/02/2012															
Timesheet															
Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Task Profile ID	Time Zone	Time Collection Device ID	Rule Element 1
Sun	5/20	Submitted	8:00:00AM			6:00:00PM	10.00			0.00	UW_DEFAULT		CST		
Mon	5/21	Submitted	7:00:00AM			11:30:00AM	4.50			0.00	UW_DEFAULT		CST		COMP
Tue	5/22	New								0.00	UW_DEFAULT		CST		
Wed	5/23	New								0.00	UW_DEFAULT		CST		
Thu	5/24	Submitted	8:00:00AM			4:00:00PM	10.00			0.00	UW_DEFAULT		CST		
Fri	5/25	Submitted	8:00:00AM			6:00:00PM	10.00			0.00	UW_DEFAULT		CST		
Sat	5/26	Submitted	8:00:00AM			6:00:00PM	10.00			0.00	UW_DEFAULT		CST		
Sun	5/27	Submitted	8:00:00AM			6:00:00PM	10.00			0.00	UW_DEFAULT		CST		
Mon	5/28	Submitted	8:00:00AM			12:00:00PM	4.00	HOLWK - Holiday Worked		0.00	UW_DEFAULT		CST		COMP
Tue	5/29	Submitted	7:00:00AM			10:00:00AM	3.00			0.00	UW_DEFAULT		CST		
Wed	5/30	New								0.00	UW_DEFAULT		CST		
Thu	5/31	Submitted	7:00:00AM			10:00:00AM	3.00			0.00	UW_DEFAULT		CST		
Fri	6/1	Submitted	8:00:00AM			6:00:00PM	10.00			0.00	UW_DEFAULT		CST		
Sat	6/2	Submitted	8:00:00AM			6:00:00PM	10.00			0.00	UW_DEFAULT		CST		

Total Reported Hours = 84.5 plus 4.0 LH using (see Summary of Hours)

Summary of Hours

TRC Totals	Time Reporting Code	Short Description	Hours
	HOLWK	Hol Work	4.000000
	CT050	CmpErn 0.5	2.000000 This is the actual holiday premium pay
	CT150	CmpErn 1.5	6.750000
	REG00	Reg Hour	72.000000 72.0 Regular Hours + 4.0 HolWk + 4.0 LH = based 80.0 hours
	WD080	Week Dif	40.000000
	LGHOL	LegalHlday	4.000000 Notice only using 4.0 hours of Legal Holiday
	CT100	CT 1.0	4.000000 Notice straight time comp time earned based on leave usage

Night Shift Non-Exempt Employee did work 5.0 hours on the Legal Holiday

Employee wants pay for holiday premium.

System will automatically defer holiday hours to use at another time and generate the holiday premium pay.

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Task Profile ID	Time Zone	Collection Device ID	Rule Element 1
Sun	7/1	New								0.00	UW_DEFAULT		CST		
Mon	7/2	Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST		
Tue	7/3	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST		
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST		
Wed	7/4	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST		
		Submitted	5:00:00PM			10:00:00PM	5.00	HOLWK - Holiday Workc		8.00	UW_DEFAULT		CST		
Thu	7/5	Submitted						REG00 - Regular Hours	0.00	8.00	UW_DEFAULT		CST		
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST		
Fri	7/6	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST		
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST		
Sat	7/7	Submitted				1:00:00AM				0.00	UW_DEFAULT		CST		
Sun	7/8	New								0.00	UW_DEFAULT		CST		
Mon	7/9	Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST		
Tue	7/10	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST		
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST		
Wed	7/11	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST		
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST		
Thu	7/12	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST		
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST		
Fri	7/13	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST		
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST		
Sat	7/14	Submitted				1:00:00AM				0.00	UW_DEFAULT		CST		

Summary of Hours

TRC Totals [Customize](#) | [Find](#) | [First](#) | 1-6 of 6 | [Last](#)

Time Reporting Code	Short Description	Hours
HOLWK	Hol Work	6.000000 6.0 HolWk because night shift on 7/3 goes until 1:00am on 7/4, the holiday day; do receive holiday premium for that time also
LGHOL	LegalHlday	2.000000 Notice only 2.0 Legal Holiday hours used
ND045	Night Dif	68.000000
REG00	Reg Hour	73.000000 73.0 Regular Hours + 6.0 HolWk + 2.0 LH = base 80.0 hours
WD080	Week Dif	2.000000
OT050	OT .5	3.000000 This is the actual holiday premium pay

Night Shift Non-Exempt Employee did work 5.0 hours on the Legal Holiday

Employee wants Comp Time for holiday premium.

System will automatically defer holiday hours to use at another time.

Must input COMP code in Rule Element 1 on the actual Legal Holiday day to have it generate as comp time earned. Otherwise it will default as pay.

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Task Profile ID	Time Zone	Collection Device ID	Rule Element 1
Sun	7/1	New								0.00	UW_DEFAULT		CST		
Mon	7/2	Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST		
Tue	7/3	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST		
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST		
Wed	7/4	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST		
		Submitted	5:00:00PM			10:00:00PM	5.00	HOLWK - Holiday Workc		8.00	UW_DEFAULT		CST		COMP
Thu	7/5	Submitted						REG00 - Regular Hours	0.00	8.00	UW_DEFAULT		CST		
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST		
Fri	7/6	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST		
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST		
Sat	7/7	Submitted				1:00:00AM				0.00	UW_DEFAULT		CST		
Sun	7/8	New								0.00	UW_DEFAULT		CST		
Mon	7/9	Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST		
Tue	7/10	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST		
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST		
Wed	7/11	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST		
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST		
Thu	7/12	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST		
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST		
Fri	7/13	Submitted				1:00:00AM				8.00	UW_DEFAULT		CST		
		Submitted	5:00:00PM				8.00			8.00	UW_DEFAULT		CST		
Sat	7/14	Submitted				1:00:00AM				0.00	UW_DEFAULT		CST		

Summary of Hours

TRC Totals [Customize](#) | [Find](#) | [First](#) | [1-6 of 6](#) | [Last](#)

Time Reporting Code	Short Description	Hours	
HOLWK	Hol Work	6.000000	6.0 HolWk because night shift on 7/3 goes until 1:00am on 7/4, the holiday day; do receive holiday premium for that time also
LGHOL	LegalHlday	2.000000	Notice only 2.0 Legal Holiday hours used
ND045	Night Dif	68.000000	
REG00	Reg Hour	73.000000	73.0 Regular Hours + 6.0 HolWk + 2.0 LH = base 80.0 hours
WD080	Week Dif	2.000000	
CT050	CmpErn 0.5	3.000000	This is the actual holiday premium pay

Non-Exempt Holiday Worked Entry Example

Non-exempt employee examples: Custodian, Trades, ADA, USA

Night Shift Employee did work on the weekend and the Legal Holiday.

Wants pay for holiday premium and any hours over 40 per week.

System will automatically defer holiday hours to use at another time and generate the holiday premium pay.

Notice Time Reporting Code of NOHOL – this would be if you worked less than 8.0 hours on the legal holiday day and did not wish to use any of the legal holiday hours for legal holiday day itself.

Day	Date	Status	In	Out	In	Out	Punch Total	Time Reporting Code	Quantity	Sched Hrs	Taskgroup	Task Profile ID	Time Zone	Time Collection Device ID	Rule Element 1
Sat	5/19	Submitted				8:00:00AM				0.00	UW_DEFAULT		CST		
		Submitted	10:00:00PM				10.00								
Sun	5/20	Submitted						FLHOL - Floating Holiday	2.25	0.00	UW_DEFAULT		CST		
		Submitted				8:00:00AM				0.00	UW_DEFAULT		CST		
		Approved						Prs Holiday - PSHOL	7.75	0.00	UW_DEFAULT		CST		
Mon	5/21	New								0.00	UW_DEFAULT		CST		
Tue	5/22	New								0.00	UW_DEFAULT		CST		
Wed	5/23	New								0.00	UW_DEFAULT		CST		
Thu	5/24	Submitted	8:00:00AM			4:00:00PM	10.00			0.00	UW_DEFAULT		CST		
Fri	5/25	Submitted	10:00:00PM				10.00			0.00	UW_DEFAULT		CST		
Sat	5/26	Submitted								0.00	UW_DEFAULT		CST		
		Submitted	10:00:00PM				10.00			0.00	UW_DEFAULT		CST		
Sun	5/27	Submitted						CTUSE - Comp Time Take	7.00	0.00	UW_DEFAULT		CST		
		Submitted				8:00:00AM				0.00	UW_DEFAULT		CST		
		Submitted					3.00			0.00	UW_DEFAULT		CST		
Mon	5/28	Submitted						NOHOL - No Legal Holiday	8.00	0.00	UW_DEFAULT		CST		
		Submitted				1:00:00AM		HOLWK - Holiday Worker		0.00	UW_DEFAULT		CST		
		Submitted	10:00:00PM				10.00	HOLWK - Holiday Worker		0.00	UW_DEFAULT		CST		
Tue	5/29	Submitted								0.00	UW_DEFAULT		CST		
Wed	5/30	New								0.00	UW_DEFAULT		CST		
Thu	5/31	New								0.00	UW_DEFAULT		CST		
Fri	6/1	Submitted	8:00:00AM			6:00:00PM	10.00			0.00	UW_DEFAULT		CST		
Sat	6/2	Submitted	10:00:00PM				10.00			0.00	UW_DEFAULT		CST		
Sun	6/3	Submitted								0.00	UW_DEFAULT		CST		

NOTE: Saturday, 5/19 – 8:00am Out; 10:00am In; Sunday, 5/20 8:00am Out - This punch is from previous pay period. It shows here because the end of the shift is on the current pay period. It will be included in the Reported Hours total at the top of the timesheet. However, it is paid based on the date of the start of the shift.

The FLHOL and PSHOL are for Sunday, 5/20 shift. It will be paid on this pay period.

Summary of Hours

TRC Totals	Time Reporting Code	Short Description	Hours
1	CTUSE	Comp Take	7.000000
2	FLHOL	FloatHiday	2.250000
3	HOLWK	Hol Work	10.000000
4	LGHOL	LegalHiday	
5	ND045	Night Dif	35.000000
6	NOHOL	NoLegHiday	8.000000
7	OT050	OT .5	10.000000
8	PSHOL	Prs Holiday	7.750000
9	REG00	Reg Hour	53.000000
10	WD060	Week Dif	30.000000

Legal Holiday Using

Notice no Legal Holiday generating

Deferring 8.0 hours of legal holiday

53.0 Regular Hours + 2.25 Floating Holiday Used + 10.0 HOLWK + 7.75 PH + 7.0 CT Use = base 80.0 hours